

**HEIGHTS AT WAILUNA  
MAINTENANCE WORK ORDER**

Unit: \_\_\_\_\_ Urgent: Yes\_\_ No\_\_ Date \_\_\_\_\_

Requested by: \_\_ Homeowner (Name: \_\_\_\_\_)  
                  \_\_ Board \_\_ Site Manager \_\_ Property Manager

**TYPE OF COMMON ELEMENT MAINTENANCE**

Fence     Front picket     Gate     Rear Wood     Rear iron

Concern: \_\_\_\_\_  
\_\_\_\_\_

Lawn / Landscaping     Grass     Flowers     Shrubs     Other

Concern: \_\_\_\_\_  
\_\_\_\_\_

Rain Gutter:     Down Spout     Drain Pipe     Main Guttering

Concern: \_\_\_\_\_  
\_\_\_\_\_

Sprinkler:     Part Inoperative     Part Damaged    Location: \_\_\_\_\_

Concern: \_\_\_\_\_  
\_\_\_\_\_

Tree:    Location: \_\_\_\_\_    Type: \_\_\_\_\_

Needs Trimming     Root Damage     Other: \_\_\_\_\_  
Concern: \_\_\_\_\_  
\_\_\_\_\_

Other: Specify item and concern: \_\_\_\_\_

**SITE TEAM ACTION**

Date Received: \_\_\_\_\_

Work Completed     Unable to Complete Work (informed requester on \_\_\_\_\_)

Action Taken / Explanation for Delay: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signed: \_\_\_\_\_

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## Maintenance Form Process

1. Fill out the Heights at Wailuna Maintenance Work Order form completely
2. Submit your form to the property manager
  - a. Email [austinm@hawaiianprop.com](mailto:austinm@hawaiianprop.com)
  - b. Fax 808-521-2714, ATTENTION: Austin Mills
  - c. Mail to:  
Hawaiian Properties, LTD.  
1165 Bethel St  
Honolulu, HI 96813  
Subject: Heights at Wailuna
3. The property manager will review the request and determine what action is required, unless Board approval is required, document that action and sign off on the form.
4. If unable to take action, the property manager will document the reason and notify the Homeowner of the situation and sign off on the form. Any corrective action that requires Board discussion or approval will be brought to the attention of the Board and discussed at the next regularly scheduled Board meeting.